



**Short Plat or
Unit Lot Subdivision
Drop-Off Submittal**

**Screening & Submittal
Checklist**
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700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850
Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

TO BE COMPLETED BY THE APPLICANT (Please Print)

Project Number: _____ **MT Number** _____ **Date:** _____

Project/Site Address: _____

Applicant Name: _____ **Phone No.:** _____

Contact Name: _____ **Phone No.:** _____

e-mail Address: _____

- ☐ **SMC 23.24** Short Plat ☐ **CAM 213A** Application Requirements
☐ **SMC 23.24.045** Unit Lot Subdivision for Short Subdivision

THIS CHECKLIST HAS BEEN PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. COMPLETE APPLICATIONS CAN BE PROCESSED AND REVIEWED MORE EFFICIENTLY. PLEASE READ AND SIGN THE STATEMENT BELOW.

I verify that I am submitting all of the required submittal materials and I acknowledge that failure to submit or meet all of these requirements will jeopardize my ability to use the "Drop-Off Submittal Process". I also acknowledge that failure to meet these requirements will result in an "Unprepared" rating against by CPA rating. Finally, I understand that a submittal not in compliance with the above will result in the project being returned to the undersigned applicant as "APPLICATION NOT COMPLETE". Fees paid with this "Drop-Off" do not ensure an application but will be applied toward the "complete application" for this project when it is accepted as either a drop-off or latter as part of an appointment.

Applicant Signature (Required): _____ **Date:** _____

~ PLEASE REFER TO THE STANDARDS FOR FURTHER CLARIFICATION ~

LAND USE CONSIDERATIONS:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Application meets CAM 213A	<input type="checkbox"/>	<input type="checkbox"/>	Project in ECA (Does not qualify as Drop Off Submittal)
<input type="checkbox"/>	<input type="checkbox"/>	Project within 200' of the shoreline (Does not qualify for Drop Off Submittal)	<input type="checkbox"/>	<input type="checkbox"/>	Project needs SEPA (Does not qualify for Drop Off Submittal)
<input type="checkbox"/>	<input type="checkbox"/>	75 – 80 calculations (if using SMC 23.44.010B3) provide Assessor's map and calculations	<input type="checkbox"/>	<input type="checkbox"/>	All easements such as access, parking, common open space
			<input type="checkbox"/>	<input type="checkbox"/>	For unit subdivisions. Note on plat Limiting future development of Individual unit lots (SMC 23.24.045F)

* Short Plat and Unit Lot Subdivisions in Single Family or Low Rise Zones

CONSTRUCTION CONSIDERATIONS:**Req Prov**☒☐

Maintenance and emergency egress
Easements where property lines are
less than 3'0" from the face of the
structure

Req Prov**APPLICATION SUBMITTALS:**☒☐

Drop Off Submittal Fee Worksheet(s)
Agent's Letter of Authorization from
owner (Unless owner is applicant)
Related building permit project
No. _____

☒☐

Financial Responsibility Form
Short Plat Waiver Form
Scaled Survey of the site(s) to be platted
(see submittal standard sheets)
SPU Water Availability Certificate

NUMBER OF SURVEYS REQUIRED AT APPLICATION:☒☐

8 copies of surveys

☒☐

3 copies of building permit plans
11" by 17" (for unit lot subdivision only)

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